



# Mt Druitt Public School Preschool

## Parent Information Handbook





# Mount Druitt Public School

Belmore Avenue, Mt. Druitt, N.S.W.  
Telephone: 9625 9036 Facsimile: 9832 2453  
EMAIL: mtdruitt-p.admin@det.nsw.edu.au

## Our Preschool Educators for 2019

Mrs Daphne Donzow	Teacher - PE 1 & PE 2
Mrs Deepika Singh	Teacher - PC 1 & PC 2
Ms Karen Stevenson	SLSO – PE 1 & PE 2
Ms Janet Bartolo	SLSO – PE 1 & PE 2
Ms Faten Lawn	SLSO – PC 1 & PC 2
Mrs Michelle McCauley	Teacher – Early Intervention (Mon-Wed)
Mrs Claire Gower	Teacher – Early Intervention (Thurs/Fri) RFF Preschool (Wednesday)
Elsie Manansala	SLSO – Early Intervention

## Enrolment of Children in Government Preschool Classes

The Department of Education recognises the importance of preschool education. Children are eligible for enrolment in preschool classes from the beginning of the school year if **they turn 4 years of age on/or before the 31 July in that year.**

Applications for preschool enrolments are made by the parent/caregiver. Applications for the following year will be taken from Term 2 of the current year.

## Immunisation

According to Health Department regulations it is **mandatory** that the preschool be advised of the level of immunisation your child has acquired. Your child cannot be enrolled in preschool until the required documentation is provided. Only specified Australian Childhood Immunisation Register (ACIR) forms can be accepted. An original form must be viewed by the Principal or nominated staff.

Medicare automatically mails an updated *Immunisation History Statement* to parents/carers after their child's 18 month and 3 ½ - 4 year old milestone vaccinations. Parents can call the Australian Childhood Immunisation Register on 1800 653 809. The Health Department states that any other form of record is unacceptable. The register must be kept for three years from the date the child leaves the preschool. Children without updated documentation will be excluded if there is an outbreak of a vaccine preventable disease.



## Fees

All parents/carers are required to pay a fee for attendance. The full daily fee for our preschool class/es set by the NSW government is **\$20.00 a day OR \$10.00 a day if a health care card is provided.** You can pay weekly, fortnightly, monthly or termly. The school will send an invoice to you, at the beginning of each term.

Should you wish to discuss your fees or have any queries regarding fees, please contact the Senior Administrative Manager, Mrs Mason or the Principal, Mr Kelly between 9.30am and 2.30pm.



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## **Class Placement**

Student class placements may change to best suit the needs of the children and the services needing to be provided. Please speak to the class teacher if you have any concerns.

## **An Open Door for our Parents, Caregivers and Community Members**

Our door is always open. We value ongoing communication with parents, carers and community members. If there are specific issues or concerns, please feel free to make an appointment with your child's teacher. We are free to communicate daily at the end of your child's session. Please let us know the good and the not so great. It helps us improve our service delivery.

## **Arrival/Departure (Sign-on) Book**

A book is provided near the entrance of each preschool classroom. This book records the time and date that your child attends. All children must be signed in on arrival and departure of each day by the parent, guardian or the adult who is authorised to collect your child. **All children must be signed out by a notified adult over the age of 18. Primary aged siblings will not be permitted to sign children out.**

**NOTE: Photo ID such as a license must be provided when requested by a staff member.**

## **Visitors**

All visitors to the preschool must sign the visitor's register located in the front office and in preschool. This includes time of arrival and departure from the preschool.

## **What your child needs to bring**

1. A healthy lunchbox
2. A bottle of water
3. One full change of clothes – socks, shirt, shorts/pants and underwear.
4. Hat - legionnaires or broad-rimmed (No hat, play in the shade is the school and preschool rule)
5. A school bag to fit their belongings. When buying this, ensure your child can manage to open and close it by him/herself and that it is large enough for all his/her belongings.
6. A smile.....

**Please label/name all items clearly.**

**ICE BRICKS:** Keeping school lunches cool and safe is essential in order to minimize the risk of food poisoning. If something in your child's lunch box is usually kept in the fridge, please put an ice brick in your child's lunchbox to keep it cool throughout the day.

**Please note:** leave toys at home to avoid tears if these toys become lost, broken or stolen.





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## Donations

We are grateful for any of the following donations:

A large box of tissues each term	A packet of Wet Ones or Baby Wipes	Sunscreen	Paper Towels	Glue Sticks
				

## What should you wear to preschool?

- Appropriate sun safe clothing
- Bucket or Legionnaire-style hat
- T-shirts or dresses with sleeves that cover the shoulders
- Longer length shorts
- Appropriate footwear that covers the top of the foot and have Velcro closures to encourage self-help skills

Staff will do their best to protect children's clothing during art or other sensory play experiences. Parents and caregivers can also assist by dressing children in practical clothes for preschool, which can cope with the demands of an active day.

Children's clothes that become soiled will be placed in a plastic bag ready for parents to take home at the end of the day. All children's clothing **must be marked clearly** for easy identification. A complete change of clothes is required for all children, in case of little accidents!





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## Sun Safety

In accordance with the Mount Druitt Public School Preschool Sun Smart Policy, children must wear a **broad brimmed, legionnaire or bucket hat**, whenever they are outdoors (including winter). Our school has suitable hats, which can be purchased from the uniform shop in the P&C room. Children without hats in summer will be encouraged to play in shaded areas.



Broad-brimmed hat



Legionnaire hat



Bucket hat

## What NOT to wear to preschool:

- x Singlets
- x Tank-tops
- x Strappy Dresses
- x Short Length Shorts
- x Long Dresses & Skirts
- x Loose Cords
- x Belts
- x Jewellery that can get caught while playing
- x Thongs



## Healthy Lunchboxes

Children are encouraged to bring healthy food for lunch and afternoon tea each day. Water is also the preferred drink of choice.

### Healthy food choices include:

- Tortilla Wraps (they can be filled with your child's favourite salad items and ham, tuna, salmon, cheese or devon)
- Sandwiches with basic toppings like vegemite, hone or cheese spread.
- Mini yoghurt tubs or tubes





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- Cheese or Cheese-sticks
- Fresh Fruit (you will need to wash and cut your child's fruit and pack it in easily opened containers)
- Mini Muffins (avoid chocolate)
- Rice Crackers, Rice Cakes, Vitawheats or Corn Thins
- Water Bottle

## **What NOT to choose:**

- x Chocolate
- x Lollies
- x Sweet Biscuits
- x Dairy snacks/deserts (these are full of sugar, preservatives, artificial colours and flavours)
- x Chips
- x Nuts and nut products or items that may contain nuts
- x Muesli bars and other snack bars (contain large amounts of sugar and fat)

## **Please LABEL Everything!**

- Use permanent markers on packaging, small containers or zip lock bags
- Use labels purchased from "Stuck on You" or "Identity Direct"
- Use a label marker to print your own labels

## **Birthday Cakes**

Sometimes parents like to bring a cake to the preschool to celebrate their child's birthday. Please tell your child's teacher before the day if you are going to bring a birthday cake and ensure that the cake is nut free.

## **Collection of Sick Children**

The preschool has no separate facilities to care for a sick child. It is important that any child observed to be unwell or with an infectious illness whilst at the preschool must be collected by the parents/caregivers. Parents are required to collect their child as soon as possible to ensure minimum stress on both the sick child and the other children in the preschool

## **Illness**

The Department of Health sets guidelines on infectious diseases and exclusion times from preschool attendance. The Mount Druitt Public School Preschool will abide by these for all cases of illness whether child or staff.

In the interests of other children and staff we ask that your child not attend the preschool if he/she has:

- |   |                              |
|---|------------------------------|
| • Chicken pox                                 | • Ring worm (if not covered) |
| • Conjunctivitis                              | • Rubella (German Measles)   |
| • Consistently high temperature               | • Scabies                    |
| • Excessive discharge from eyes, ears or nose | • Diarrhoea                  |
| • Impetigo (if not able to be covered)        | • Tonsillitis                |
| • Measles                                     | • Vomiting                   |
| • Mumps                                       | • Whooping Cough             |
| • Productive cough (ie. bringing up mucous)   |                              |



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If you think that your child has an infectious condition, or the early symptoms of illness, they should be kept home until you have had the symptoms checked by your doctor. If your child is suffering from an infectious disease it is important that you inform the preschool so educators can inform all parents.

**A doctor's clearance certificate will be required before returning to preschool.**

**Please note:** There is a **24 hour exclusion period** from the last attack of a **fever, diarrhoea or vomiting.**

## Preschool Routines

### Routines for a successful transition to Preschool

To help our children feel safe, secure and supported at our Preschool, could you please follow the following procedures each day your child attends school:

- LABEL, LABEL, LABEL EVERYTHING!!!! Drink bottle, all food items, lunch boxes, hat and spare clothing. Having your child's name clearly printed on all of their belongings assists staff in identifying possessions and lessens lost property.
- Place your child's lunch in an insulated cooler bag with an iced brick to keep it cool. Spare ice bricks are also available if required. Please notify an Educator if you need to borrow an ice brick.
- Encourage and help your child to place their drink bottle, lunch box and bag in the correct spaces
- drink bottles in the trolley, lunch boxes in tubs and bags hung on bag hook.
- Provide at least one change of clothes in your child's bag. Children become anxious when having to borrow clothes that are unfamiliar to them and having their own things makes them feel more relaxed and secure. These clothes are for small toileting accidents, water play and getting dirty during outside play. Please make sure all clothes are labelled including winter jumpers.

### Morning Routine

-Unpack children's belongings, bags in allocated spaces. Place drink bottle on the drinks trolley, lunch boxes in tubs and bags hung on bag hooks.

-Make sure your child has their hat. If they don't, notify the Educator so they can provide a spare hat for the day.

- Sign your child in. The requirement for this is the time you arrived.

-Take your child to a floor activity.

-The morning program time is a great opportunity for you to interact with your child or other parents/carers. It is also a good time to ask your child's Educator any questions you may have about the program or your child's progress. If you find your child's Educator is busy settling children or with another task please feel free to write in the 'comments' section of your child's name that you need time to speak when it is more convenient. The Educator reads this section by 9:40am and will respond to you either by phone or in person in the afternoon.

-When you are ready to leave please say goodbye to your child and assure them of your return in the afternoon. Tell or signal a staff member that you are leaving.



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-If your child is unsettled at drop-off time, please be guided by the suggestions of the staff, as they are very experienced with individual children's separation needs. If your child doesn't settle within a reasonable time frame staff will always contact you to discuss. If you are concerned please feel free to phone the preschool at any time throughout the day to hear how your child is doing.

## **Afternoon Pick-Up Routines**

-Arrive between 2.40pm and 2:55pm. The preschool is not licensed to have children in attendance after 3pm.

- Gather your child's belongings from their locker.

-Check the notice board and your child's file; communicate with the educator if you have any comments or questions.

-Read the Daily Reflection.

-Collect your child from the classroom.

-Tell/signal a staff member that you are leaving.

-Sign your child out and make sure you check the 'comments' section next to your child's name.

The afternoon pick-up time is generally a busy time for staff as they are actively supervising children either in a small group or at quiet activities. The staff must focus their attention on keeping the children engaged and interested while they are awaiting the arrival of their parents/carers. If you need to speak in-depth to a staff member about your child's progress it is best to arrange a time that is more convenient to both of you. When a staff member's attention is drawn away from the children they are supervising it becomes unsettling for the children and a risk to their safety.

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Please ensure you exit the classroom and preschool grounds in a timely manner so as not to unsettle the remaining children. The Educators are not responsible for the supervision of your child once you have signed them out of the service, you must ensure close supervision of your child whilst exiting the preschool.





## Our Preschool Program

Here at Mount Druitt Preschool our learning program is based on the Early Years Learning Framework, which focuses on learning through play.

Within the context of play there exists a myriad of learning opportunities. Children explore social relationships, contribute ideas and take on the ideas of others. Play provides the opportunity to experiment, explore, discover, to solve problems. As children play there are opportunities to talk, to listen and to explore language. There are also opportunities to relax, to have fun, to experience and to express joy.

As educators we also aim to encourage and further develop the following skills and attitudes in children:

- Love of learning
- Confidence
- Independence
- Friendship Skills
- Respect & Consideration of others
- Respect for the environment
- Creativity and Imagination
- Positive self-esteem
- Problem solving
- Decision making
- Understanding themselves
- Making connections to their world

Through observations and interactions with the children the educators are able to develop a learning program that is based around the interests of the children. These interests are followed up by establishing learning spaces and experiences which foster the children's creativity, curiosity, social skills and wellbeing. This development is documented for each child in their 'Learning Portfolio'. These Portfolios are accessible to families at any time and are presented to the children at the end of the year during the preschool's graduation ceremony.

*If you require any further information about Mt Druitt Public School Preschool, please do not hesitate to talk to one of our friendly educators.*